
**Port Stephens
Local Transport Forum Minutes**

**Meeting held in the Port Stephens Council Committee room and via Zoom on
Tuesday 2nd December, 2025 at 9:30am**

Present:

Emma Jane Scott representing Kate Washington MP, Sen Const Rod Minter – NSW Police, Cr Ben Niland, Cr Giacomo Arnott, Anthony Biscan – Port Stephens Coaches, John Maretich, Andrew Behrens, Adam Stewart, Nigel Plumb, Anna Brown, Joe Gleeson (Chairperson) - Port Stephens Council

Apologies:

Mayor Leah Anderson, Tim Crakanthorp MP, William Ridley – CDC Hunter Valley Buses, Jamie Smoother – TfNSW, Busways

A. Matters arising

08_04/25 Brocklesby Road, Medowie – Review of proposed traffic control devices

65_12/23 Tomaree Road, Shoal Bay – Request for 'No Stopping' restrictions

B. Listed matters

24_12/25 Nelson Street, Nelson Bay – Request for parking restrictions

25_12/25 Shoal Bay Road, Shoal Bay – Request to convert the loading zone to parking

A. Matters arising

Item: 08_04/25

Brocklesby Road, Medowie - Review of proposed regulatory signage

Requested by: Development Engineering

File: 16-2025-23-1

Background:

This request relates to a new residential development at 39-41 Brocklesby Road, Medowie.

The developer is now proposing to install raised pedestrian crossings at 2 locations, within the wildlife corridor, as well as additional NS1, 'No Stopping' lines. Lighting will be provided at the crossings to meet Australian Standards.

Legislation, Standards, Guidelines and Delegation:

NSW Road Rules – Rule 81 – Giving way at a pedestrian crossing, Rule 167 – No stopping signs, Rule 169 – Stopping on a road with a yellow edge line
TfNSW signs database – R3-1, R5-400
Traffic control devices installed under Part 5.3 Div. 2 Road Transport Act 2013

Proposal from the Forum:

Note the installation of traffic control devices, as shown on the attached sketches, Annexure A.

Engagement level

Level 1 – Inform

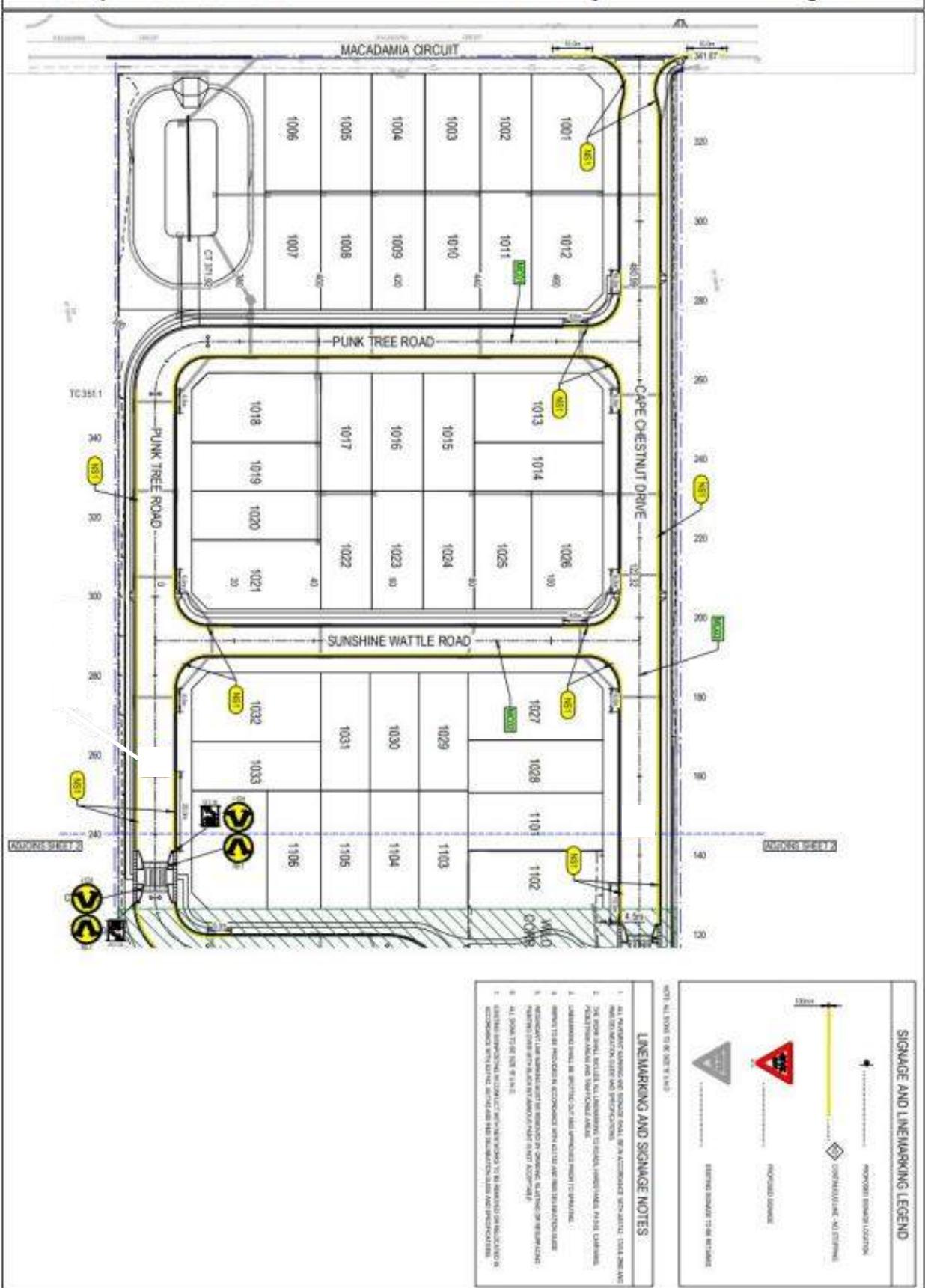
Action: Provide stakeholders with information to assist understanding of the changes and the Local Traffic Committee recommendation once endorsed

Discussion:

Council officers provided background on the reasoning behind the proposal to install pedestrian crossings. Forum members noted that the original proposal, to install speed humps, would achieve speed reduction without the need to introduce potentially intrusive lighting.

There were no objections to the proposed 'No Stopping' noting that the 'No Stopping' is proposed to be installed around perimeter road for APZ purposes and to maintain trafficable access for emergency vehicles.

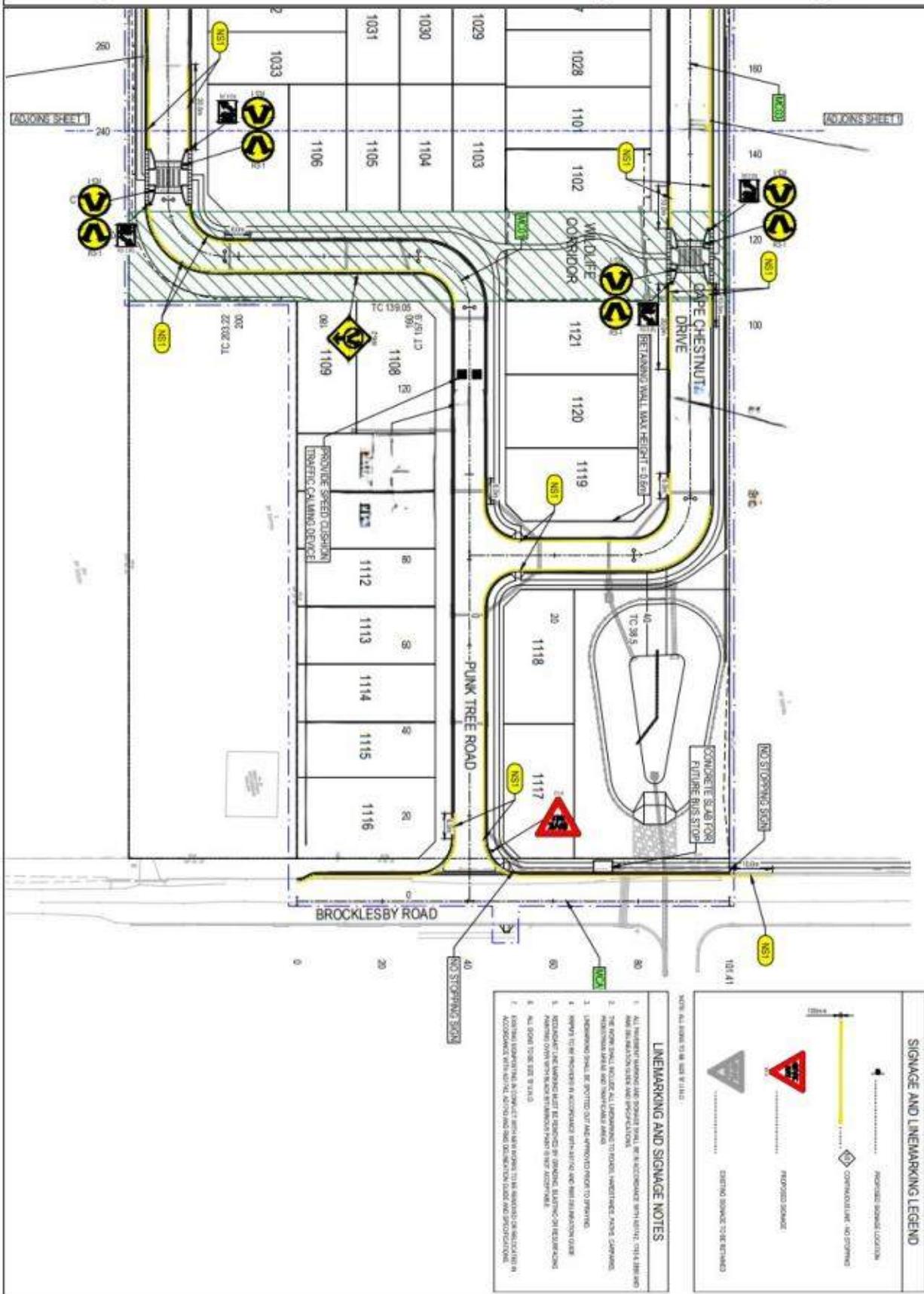
Discussions are ongoing with regard to the appropriate traffic calming devices to be installed.



Tuesday 2 December 2025

Street: Brocklesby Road

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Item: 65_12/23

Tomaree Road, Shoal Bay – Request for installation of parking restrictions

Requested by: A resident

Background:

Council has received requests from local residents, for 'No Stopping' along one side of Tomaree Road, Shoal Bay, between Messines Street and Verona Road. The road is relatively narrow and the complaint is that when vehicles are parked on both sides of the road, there is only room for one travel lane.

Port Stephens Coaches has also previously requested installation of bus zone signage to deter parking too close to the bus stops.

Comment:

This request was previously considered by the forum, with a recommendation for observations to be undertaken during the peak holiday season and for consultation with affected property owners and residents.

Legislation, Standards, Guidelines and Delegation:

TfNSW signs database – R5-40, R5-20

Design of Roads and Streets - DORAS

Traffic control devices installed under Part 5.3 Div. 2 Road Transport Act 2013

Proposal from the Forum:

Install bus zone signage and undertake further engagement with affected residents and property owners, in regard to the proposed 'No Stopping' restrictions, as shown on the attached sketch, Annexure A.

Engagement level

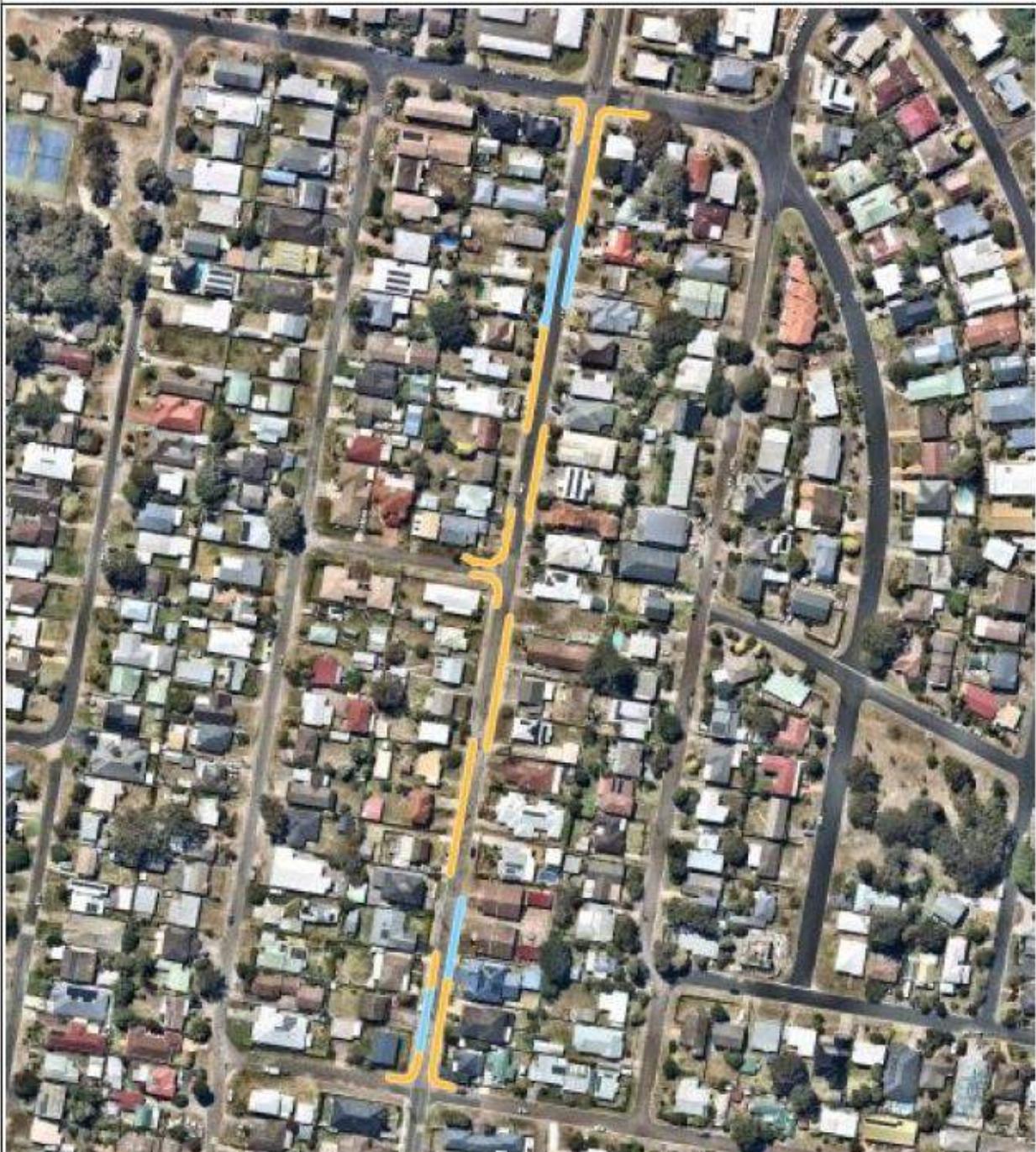
Level 1 – Inform

Action: Provide stakeholders with information to assist understanding of the changes and the Local Transport Forum proposal once endorsed

Discussion:

Council officers informed Forum members that further consultation is required with affected residents, prior to any 'No Stopping' changes being implemented.

Forum members supported the installation of bus zone signage, to improve safety and access to the bus stops.



Legend

- = No stopping (proposed)
- = Bus zones (proposed)

B. Listed matters

Item: 24_12/25

Nelson Street, Nelson Bay – Request for parking restrictions

Requested by: A resident

File: 445822-2025

Background:

A resident has reported that cars constantly block the driveway of 13 Nelson Street Nelson Bay. The resident would like a parking restriction sign so people don't block or limit the entrance to their property.

Legislation, Standards, Guidelines and Delegation:

TfNSW signs database – R5-81, R5-83

NSW Road rule 168 – No parking signs

Design of Roads and Streets - DORAS

Traffic control devices installed under Part 5.3 Div. 2 Road Transport Act 2013

Proposal from the Forum:

No action with regard to the installation of parking restrictions

Engagement level

Level 1 – Inform

Action: Provide stakeholders with information to assist understanding of the changes and the Local Transport Forum proposal once endorsed

Discussion:

Forum members noted that the proposed 'No Parking' area would be difficult to enforce and may adversely impact residents. Instead, Police request that any instances of parked vehicles restricting access be referred directly to Police for enforcement.



Legend



= No parking area

Item: 25_12/25

Shoal Bay Road, Shoal Bay – Request to convert the loading zone to parking

Requested by: The Bay Village Owners Corporation

Background:

The Bay Village Owners Corporation at Shoal Bay requested that the loading zone at 51 Shoal Bay Road, be changed to a parking space. The Owners Corporation state that they are directing all deliveries to be made to Bullecourt Street and believe that the loading zone in Shoal Bay Road, is no longer required.

Comment:

One of the reasons that the loading zone exists is to allow for the nearby post box to be serviced. Council has been in contact with Australia Post who have agreed to relocate the post box, which will allow for this space to be used for parking. The post box is to be relocated by Australia Post, to the corner of Shoal Bay Road and Government Road, outside the bike shop. The area is already 'No Stopping' so there will be no impact on parking.

Legislation, Standards, Guidelines and Delegation:

NSW Road Rules – Rule 205 - Parking for longer than indicated

Design of Roads and Streets - DORAS

Traffic control devices installed under Part 5.3 Div. 2 Road Transport Act 2013

Proposal from the Forum:

Remove the loading zone at 51 Shoal Bay Road and replace with 1P Meter

Registration, Permit Holders Excepted, 8:30am - 5:30pm, Monday - Sunday, Public Holidays Included

Engagement level

Level 1 – Inform

Action: Provide stakeholders with information to assist understanding of the changes and the Local Transport Forum proposal once endorsed



= 1P Meter Registration, Permit Holders Excepted, 8:30am - 5:30pm, Monday - Sunday, Public Holidays Included